

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY**



**Contracts and Procurement Administration**

**QUESTIONS AND ANSWERS FOR TUTORING SERVICES  
IFB NO: CFSA-09-I-0004**

- 1. Question: What are the specific mandatory forms needed for submission with the solicitation?**

**Response:** The forms that you need to submit with the solicitation are: OTR tax affidavit, DOES tax affidavit, First Source Employment Agreement and EEO Document. These forms are available on CFSA's website [www.cfsa.dc.gov](http://www.cfsa.dc.gov), Contracting Opportunities, Procurement Library.

- 2. Question: Does the process and procedures sections need to be included in the solicitation? (example agree to implement or have in place)?**

**Response:** This is an Invitation for Bid (IFB) which requires the bidder to respond to services outlined in Section C of the IFB.

- 3. Question: What is the page limitation?**

**Response:** This is not a request for proposals. The contractor does not propose a methodology, but submit a bid based upon the requirements in the solicitation.

- 4. Question: When will questions and answers be posted?**

**Response:** Questions and answers will be posted once they are completed.

- 5. Question: How do you access the Q and A?**

**Response:** The questions and answers will be posted on the website at [www.cfsa.dc.gov](http://www.cfsa.dc.gov).

- 6. Question: Are the Contract Minimum and Contract Maximum dollar totals only multiplied by the proposed price per hour rate (i.e., AxB and BxC)? The maximum client capacity is NOT included in these totals?**

**Response:** Yes. The maximum annual hours are included in the contract maximum total. The resultant contract is based on hourly rates not on client capacity.

**7. Question:** Do you require resumes from all tutors, as well as administrators, up front, or will the administrative staff be sufficient until tutoring begins?

**Response:** CFSA will request information it needs to make a determination of responsibility if needed.

**8. Question:** Do you require that we provide only the sample documents indicated, or are we free to include one or two more that might help describe our services?

**Response:** The solicitation does not require sample documents to be submitted with the bid. See question 7.

**9. Question:** Do you want us to include any specific attachments to the proposal, i.e. tax return, resumes, references, etc.?

**Response:** It is recommended that the attachments required in the solicitation be submitted when you submit your bid.

**10. Question:** Section G8 (f) It is stated the Vendor will provide a preliminary assessment within one week of completion. Is the Tutoring Agency allowed to bill for a specific number of hours to complete this assessment?

**Response:** No.

**11. Question:** In section B.3.6 there is not a line in the Extended Total Grid that corresponds with Option Year Three and Option Year Four. Are the Extended totals for these Option Years included in the GRAND TOTAL Extended Total Number? In sum, will CFSA be using the SUM of the Extended Total or Base Year and all four option years to determine the lowest bid?

**Response:** See Addendum No. 3.

**12. Question:** What if the assessment is completed and a youth is non-responsive to services? This would result in a significant loss of work hours to the vendor.

**Response:** The assessment time is billable and should not exceed the number of hours per week authorized in the initial memorandum approving tutoring services. See Sections C.2.11 and C.2.12.

**13. Question:** What are the specific guidelines for section D1?

**Response:** District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007. This document may be found at [www.cfsa.dc.gov](http://www.cfsa.dc.gov); Contracting Opportunities, Procurement Library.

**14. Question:** How can information on the LaShawn A. vs. Fenty Amended Implementation Plan, dated February 2007 be accessed?

**Response:** Section J.1.1; LaShawn A V. Fenty Amended Implementation Plan, dated February 2007 of the solicitation has been deleted in its entirety.

**15. Question:** Do you have a job description for Clinical Director position? If so please email or fax the description.

**Response:** CFSA does not have a job description available for the Clinical Director position. Bidders should define the scope of responsibilities for their positions.

**16. Question:** Are vendors required to service all grade levels for both individual and group tutoring, or can we indicate which levels to specialize? Also are we able to do only groups or both.

**Response:** CFSA's expectation is that vendors can serve the range of ages and needs of our youth.

**17. Question:** The group price per hour is it per student rate or a set group rate? The group consists of 4 students, but could be 2 or more.

**Response:** The vendor should be submitting a price per hour for the group which may consist of 2-4 students.

**18. Question:** The extended total is it minimum or maximum amount?

**Response:** The extended total is the maximum amount for each year.

**19. Question:** The Grand Total Evaluation (LSDBE) total is that something I complete or is it completed internally at CFSA?

**Response:** CFSA.

**20. Question:** Do you want the sections written in narrative form, or do you want a point-by-point correlation between section and response? By the latter I mean something like C.1.2, CLC agrees to...instead of, say, an executive summary.

**Response:** None. This is an IFB which requires a bid submission and not a proposal.

**21. Question:** Do you accept tutors with a minimum of two years college, as you state in one section, or will you only accept tutors who have taken the Praxis I and/or II, as you state in another?

**Response:** Section C.9.3 has been amended and Praxis I and Praxis II has been deleted.

**22. Question:** C.4.2 Last sentence states... “When requested by the Contracting Officer as a result of a court order or otherwise, the Contractor shall provide out-of-state services in accordance with this contract.” How will this impact the process of meeting deadlines required for assessments, ISSP, ILP, and so forth? Will the same documentation be required for the tutor providing services?

**Response:** For out-of-state services ordered by the Court, the deadlines for required assessments, ISSP, ILP, etc., will be determined based on the circumstances involved with the client’s case. Tutors will be expected to provide the same documentation. See solicitation amendment 3 section C.4.2.

**23. Question:** Since the Contractor will be required to develop an ISSP, ILP and administer assessments prior to beginning services, will the time for performing these services be billed by the Contractor as regular tutoring services hours?

**Response:** See sections C.2.7 and C.2.8.

**24. Question:** Please clarify...when client is referred to Contractor, will the number of hours for service be provided? Or, after ISSP, ILP and assessments are completed by the Contractor, the Contractor will recommend the number of hours for service (i.e. 12-24) to COTR for approval?

**Response:** CFSA will provide the Contractor with the number of hours approved for instructional time in the initial memorandum approving tutoring services.

**25. Question:** Is this timeline written in stone? Due to the schedules of clients and caregivers, it is often difficult to schedule a meeting and complete assessments within a 5-day period.

**Response:** As previously stated, the expectation is that the assessment will be completed within ten business days and that the total assessment time should not exceed the number of hours per week approved in the initial memorandum approving tutoring services. If the assessment will take longer than ten business days to complete, the Contractor should alert the CFSA Education Specialist in advance and indicate the reasons why the assessment is not yet completed and the anticipated date of completion prior to proceeding.

**26. Question:** Can the time of the assessment be spaced for the 4-6 month period so the proper growth can take place?

**Response:** Contractors will re-assess clients every six months and update the ISSP to reflect the assessment results and any changes to the subject area achievement goals. See amendment 3 section C.5.10.

**27. Question:** Will CFSA provide additional monies to pay for replacement assessment material used for CFSA clients? Or, should these costs be included in bid price?

**Response:** These costs should be included in the bid price.

**28. Question:** If the conditions in the home are not conducive for learning and the caregiver has no means of transporting client to the library or another designated location can the tutor provide transportation for the client provided a waiver is signed by caregiver dismissing liability for all parties?

**Response:** Tutors can not provide transportation for clients for any reason. The expectation is that the client's social worker will address any difficulties with either providing tutoring services in the home, or the caregiver (or designee) providing transportation to and from a location in the community for tutoring services. The contractor is expected to provide automobile liability insurance as indicated in section I.13.5 for the contractor and all its sub-contractors.

**29. Question:** How soon after date of award is the Contractor expected to provide services (15, 30, 60 days)?

**Response:** The Contractor is expected to be ready to receive referrals when they submit the bid. It is anticipated that award will be made within 120 days after receipt of bids.

**30. Question:** Column 8 of the B.3 Price Schedule requires Offerrors to multiply Columns B and Columns C for the Contract Maximum price. The question is why are the maximum annual hours so high, if each offer will be limited to a maximum of 50 clients for 288 hours.

**Response:** The solicitation does not stipulate a maximum of fifty (50) clients per contractor.

**31. Question:** This RFP states that CFSA reserves the right to change capacity in accordance with the "changes clause." Since this IFP projects a minimum of 420 youth, what is the projected number of awardees?

**a. To ensure transparency and fairness, how will CFSA determine contract capacity of awardees?**

**Response:** The projected number of awardees will be based upon the available program budget and the actual number of youth requiring services.

**a. Assignments will begin with the lowest, evaluated, responsive and responsible bidder.**

**32. Question:** If a vendor is granted an award as a lowest bidder and provides services for the base year of this contract but later decides that it does not wish to accept a proposed option year extension from CFSA, can the Vendor refuse to accept a CFSA proposed option year extension without liability?

**a. If so, what is the process for refusing this option year extension?**

**Response:** No, exercise of an option is the exclusive right of the District. Once the option is exercised and the contractor refuses to provide services under said option, the contract will be terminated for default.

**33. Question:** In section B.3.6 there is not a line in the Extended Total Grid that corresponds with Option Year Three and Option Year Four. Are the Extended totals for these Option Years included in the GRAND TOTAL Extended Total Number? In sum, will CFSA be using the SUM of the Extended Total or Base Year and all four Option years to determine the lowest bid?

**Response:** Yes. See Amendment 3.